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CASH RECEIPTS USER MANUAL

REPORTS

INTRODUCTION

Two types of Cash Receipts reports are available – a Cash Receipts Report and an Audit Report. Each type searches for specific criteria that you select. The Cash Receipt report can be produced in PDF, .txt, or .csv formats. The Audit report can be produced in PDF format only.
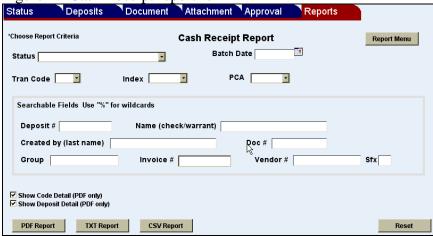

TO GENERATE A CASH RECEIPT REPORT

1. Choose any combination of selectable **Report Criteria**. In addition, you can enter any combination of search criteria in the **Searchable Fields**.

Report Criteria	Searchable Fields
Status	Deposit # number
Batch Date	Name (check/warrant)
Tran Code (Transaction code)	Create by (last name) name of the person who created the Cash Receipts document
Index	Doc # (document number)
PCA	Group
	Vendor # and Suffix

NOTE: If you select **Tran Code**, any Cash Receipts document that has at least one transaction with the transaction code you select will be printed and all transactions, including those with other transaction codes, will be printed.

Figure 1 - Cash Receipt report form

2. If desired, select **Show Code Detail (PDF only)** to print the fiscal coding on the PDF version of the report.

3. If desired, select **Show Deposit Detail (PDF only)** to print the deposit types and amounts on the PDF version of the report.

4. Click a file type to generate the report – **PDF Report**, **TXT Report** (text file), **CSV Report** (comma separated value).

NOTE: If a PDF report is blank, it means there are no transactions that meet your report criteria.

TO GENERATE AN AUDIT REPORT

1. Choose any combination of selectable **Report Criteria**. In addition, you can enter any combination of search criteria in the **Searchable Fields**. (see the description of the Cash Receipts report above)

   NOTE: If you select **Tran Code**, any Cash Receipts document that has at least one transaction with the transaction code you select will be printed and all transactions, including those with other transaction codes, will be printed.

Figure 2 - Audit Report form

2. Click **PDF report**. NOTE: If a PDF report is blank, it means there are no transactions that meet your report criteria.